

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	D10, Program/Project Management, PPDSU	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
PID Program Liaison	910-100-4721-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the Branch Chief, Programming and Project Delivery Support Unit, represent Program & Project Management (PPM) to develop and manage the Project Initiation Document (PID) program. The incumbent will serve as the PID Liaison representing the Programming and Project Delivery Support Unit (PPDSU) to all levels within the District Office, Central Region, and Headquarters. Duties consist of, but are not limited to the following:

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
20%	E	Collaborate with various functional units within District 10, Headquarters staff, and local transportation planning agency employees to devise strategic plans to develop programming documents for transportation projects. Develop and maintain three year PID workplan demonstrating potential projects that would qualify for future programming. Assist in identifying the type of funding document required to program projects.
15%	E	Work with District 10 functional units, Central Region, and Headquarters to assure adequate resources are allocated to deliver annual PID workplan. Coordinate and track activities for PID phase projects. Develop project reports designed to track program allocations, percent complete and expenditures. Conduct PID program status update meetings.
15%	E	Prepare PID Program correspondence, issue memos, data analysis and other written material as required. Responsible for assimilating PID program guidance, technical documents, and correspondence. Represent PPM on focus groups and tasks forces for PID related issues.
15%	E	In collaboration with the District 10 Public Information Office and Caltrans Information Technology, the incumbent serve as correspondent representing PPM in multiple areas of communication. Correspondent is responsible to work with PPM staff to develop and maintain project specific data and general information provided to external government agencies and to the public via Internet publications. The correspondent will work with local transportation agencies to develop and maintain relations that will foster an integrated method to share information and data pertaining to project development, project funding, and project delivery cycle.
15%	E	In collaboration with Caltrans Information Technology, represent PPM as the webmaster for the unit. Assist with developing and maintain web based activities for PPM.
15%	E	Develop and maintain GIS maps and publications featuring GIS style maps that are provided to local transportation planning agencies.
5%	M	Other duties as required by management.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position is non-supervisory; however, the incumbent may be called upon to act in the absence of the supervisor for short periods of time.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of Caltrans organization, transportation planning, department policies and procedures, an over-all perspective of the project development process, and project management concepts. The incumbent must possess the ability to apply and effectively communicate aforementioned knowledge verbally and in writing on a consistent basis.

The incumbent must have the ability to, based on planning experience and expertise, exercise good judgment on matters relating to PID development and prioritization; independently interpret project information and offer solutions to management; complete comprehensive reports; and be able to prioritize multiple tasks. Develop various processes associated with PPDSU, including issue memos, flow charts, District Directives and procedures manuals.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions when coordinating the development of programming documents and PID phase oversight. Ability to work independently, negotiate issues with others and take initiative is essential. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non-delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative and professional working relationship with staff at all levels as well as with HQ Management, District and Central Region management, Project Managers, local agencies and the public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must keep up with the fast paced demands of PID oversight, extensive problem solving and rapid compiling of information for reports. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner. Employee shall value cultural diversity and other individual differences that may appear in the workforce. May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner. Must be able to maintain emotional control during conflicts. Must be able to develop and maintain cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations: recognize emotionally charged issues or problems and perform appropriately for a situation. Must be able to deal effectively with pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service. Must be able to sustain mental activity to produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Emotional: Requires interaction with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to create a work environment that encourages creative thinking and innovation. Incumbent must possess a valid California Drivers License

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### WORK ENVIRONMENT

The incumbent will receive general direction from the Deputy District Director, Program and Project Management. The incumbent will exercise a wide latitude of independent action and will be expected to handle day-to-day decisions and tasks related to project development and related issues.

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work long hours

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and vacations may be restricted during expected and/or unexpected peak workload periods. Visiting the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE